

APPENDIX W

**MANAGEMENT CONTROL EVALUATION CHECKLIST
FOR DISTRIBUTION AND EXECUTION OF APPROPRIATED FUNDS**A. Purpose

To assist assessable unit managers in evaluating the key budget execution controls outlined below. It is not intended to cover all controls.

B. Instructions

Answers must be based on the actual testing of key management controls (e.g. direct observation, document analysis, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be formally evaluated at least once every five years. Certification that the evaluation has been conducted must be accomplished on Department of the Army (DA) Form 11-2-R (Management Control Evaluation Certification Statement).

C. Test Questions

1. Is there supporting documentation for all funding documents issued?
2. Does the operating agency verify availability of funds with the installation prior to withdrawal of any funds?
3. Are trends in obligation adjustments (either upward or downward), that occur after an appropriation expires, identified and analyzed to minimize reoccurrence?
4. Are periodic reviews of obligations and unliquidated obligations performed in accordance with Chapter 28 of this regulation?
5. Is all required documentation promptly provided to the supporting accounting activity when a commitment/obligation of funds is required?
6. Is monthly performance against monthly obligation plans evaluated and are monthly deviations of greater than +/- 5% researched to determine the cause of the deviation?
7. Are periodic reviews being conducted, at least quarterly, to review and analyze budget execution?
8. Is every reasonable effort made to resolve all of an appropriation's unliquidated obligations before that appropriation closes?
9. Is a timely distribution made each time appropriated funds are received?

D. Supersession

This checklist replaces the checklist for “Internal Control Checklist - Budget Execution Controls” previously published in DA Circular 11-86-2.

E. Comments

Submit comments regarding this checklist to : US Army Finance Command, ATTN: SAFM-BUC-E-B, 8899 E. 56th Street, Indianapolis, IN 46249-3020.